

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No 7

meeting date: 31 OCTOBER 2019
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: VALERIE TAYLOR

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2020.

2 BACKGROUND

- 2.1 The council's fees and charges are reviewed on an annual basis as part of the budget setting process. These proposals are the first stage in the review of this committee's budget for the forthcoming 2020/21 financial year.
- 2.2 The council's latest budget forecast allows for a 2% inflationary increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2020/21 by this amount as a minimum.
- 2.3 Planning application fees are currently set by Central Government and at this time there are no increases anticipated for the 2020/21 financial year.
- 2.4 Pre-application fees are however set by ourselves as the relevant Local Planning Authority.
- 2.5 This report requests that members consider the proposals for increases to the fees and charges for which this committee is responsible for reviewing at a local level.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September and October 2019, the Budget Working Group considered the overall three-year Budget Forecast. In summary the latest forecast shows there to be no budget deficit for 2020/21. This is based on taking £250k from general fund balances and on the assumption that fees and charges are increased overall by 2%.
- 3.2 Guidance from Budget Working Group to service committees is that they review their fees and charges in order to achieve this overall target increase in income of 2%.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £54,520 and a 2% increase would therefore generate £1,090.

4 BUILDING REGULATION FEES AND CHARGES

- 4.1 There is a national requirement within the Building (Local Authority Charges) Regulations 2010 which states that charges should be based on achieving a full cost recovery.
- 4.2 The building control section have recently undertaken a review of charges for building control services and In October 2019 this committee approved proposed increases averaging 3% with an implementation date of 1 November 2019.

5 REVIEW OF FEES AND CHARGES

5.1 The review of fees and charges is coordinated by financial services, working together with heads of service and budget holders.

5.2 The following process was taken:

- Budget holders are provided with an indication of the fees and charges factoring in a 2% increase.
- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge different from a 2% increase.

5.3 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2020 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2019/20
- an estimate of the level of 2019/20 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2020
- an indication of the potential income that may be achieved in 2020/21, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2019/20 to 2020/21
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

5.4 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

5.5 Work is still underway on forecasting income budget levels for 2020/21 and such budget proposals will be reported back to this committee in January 2020 for approval.

5.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised based on **current budgeted demand levels** is £1,590, an overall increase of 2.9%.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications:

- Resources – Fees and Charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none

- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

7 CONCLUSION

- 7.1 Work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.
- 7.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges overall by 2.0%. If you agree with the increase in charges, this committee will meet the target required.

8 RECOMMENDATION THAT COMMITTEE

- 8.1 Approve the proposed fees and charges as set out in Annex 1.



SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

PD11-19/VT/AC
18 OCTOBER 2019

For further information please ask for Valerie Taylor extension 4433

PLANNING AND DEVELOPMENT COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2020

BUILDING CONTROL – BLDGC		Ledger Code	VAT	Date of last change	Charge from 1st April 2018	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	£	%
Building Control Decision Notices		BCNON/8231m	Non Vatable	01-Apr-19	21.00	21.50	1,060.00	22.00	1,080.00	2.33
PLANNING - PLANG		Ledger Code	VAT	Date of last change	Charge from 1st April 2018	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	£	%
Planning Decision Notices		PLANG/8231m	Non Vatable	01-Apr-19	21.00	21.50	3,030.00	22.00	3,100.00	2.33
Pre-Application Advice	Minor Developments	PLANG/8495n	VAT Inclusive	01-Apr-19	225.00	250.00	13,730.00	250.00	13,730.00	0.00
	- additional meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	112.00	125.00	-	125.00	-	0.00
	- fast track service	PLANG/8495n	VAT Inclusive	01-Apr-19	new charge	375.00	1,160.00	375.00	1,160.00	0.00
	Intermediate Developments	PLANG/8495n	VAT Inclusive	01-Apr-19	449.00	475.00	9,270.00	475.00	9,270.00	0.00
	- additional meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	225.00	237.00	1,030.00	237.00	1,030.00	0.00

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PLANNING - PLANG		Ledger Code	VAT	Date of last change	Charge from 1st April 2018	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	£	%
Pre-Application Advice	- fast track service	PLANG/8495n	VAT Inclusive	01-Apr-19	new charge	712.50	-	712.50	-	0.00
	Major Developments - up to two meetings	PLANG/8495n	VAT Inclusive	01-Apr-19	898.00	1,000.00	6,180.00	1,100.00	6,800.00	10.00
	- additional meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	449.00	500.00	-	550.00	-	10.00
	- fast track service	PLANG/8495n	VAT Inclusive	01-Apr-19	new charge	1,500.00	-	1,650.00	-	10.00
	Large Scale Major Developments - up to two meetings	PLANG/8495n	VAT Inclusive	01-Apr-19	1,020.00	1,500.00	13,100.00	1,600.00	13,970.00	6.67
	- additional meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	510.00	750.00	-	800.00	-	6.67
	- fast track service	PLANG/8495n	VAT Inclusive	01-Apr-19	new charge	2,250.00	-	2,400.00	-	6.67
	Discharge of Conditions Meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	102.00	105.00	-	105.00	-	0.00
	Householders - Without Meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	51.00	55.00	820.00	55.00	820.00	0.00
	- With Meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	102.00	110.00	4,440.00	110.00	4,440.00	0.00
	- additional meeting	PLANG/8495n	VAT Inclusive	01-Apr-19	51.00	55.00	-	55.00	-	0.00
	- fast track service	PLANG/8495n	VAT Inclusive	01-Apr-19	new charge	165.00	170.00	165.00	170.00	0.00

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PLANNING - PLANG		Ledger Code	VAT	Date of last change	Charge from 1st April 2018	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	£	%
Pre-Application Advice	High Hedge or Tree Issues	PLANG/8495n	VAT Inclusive	01-Apr-19	62.00	65.00	-	70.00	-	7.69
	Listed building or work in conservation	PLANG/8495n	VAT Inclusive	01-Apr-16	100.00	100.00	460.00	100.00	460.00	0.00
	Advertisement Advice	PLANG/8495n	VAT Inclusive	01-Apr-19	62.00	65.00	70.00	70.00	80.00	7.69
	Prior Notification Telecommunications	PLANG/8495n	VAT Inclusive	01-Apr-19	112.00	115.00	-	120.00	-	4.35
	Prior Notification all other enquiries	PLANG/8495n	VAT Inclusive	01-Apr-19	153.00	160.00	-	165.00	-	3.13

HIGH HEDGES - HIGHH		Ledger Code	VAT	Date of last change	Charge from 1st April 2018	Current Charge 2019/20	Budgeted Income Net of VAT for 2019/20	Proposed Charges for 2020/21	Indication of Potential Income Net of VAT for 2020/21	Percentage Increase in Charge
					£	£	£	£	£	%
Submission of High Hedges Complaint		HIGHH/8460u	Non Vatable	01-Apr-19	577.00	590.00	-	590.00	0	0.00

Total Income from fees and charges set by this committee							54,520.00		56,110.00	2.92%	
Overall extra income generated									1,590.00		